



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA
INDIAN HEALTH SERVICES

We will not accept faxed or e-mailed applications.



Applications mailed using government postage or through an internal government mail system will not be considered.

VACANCY ANNOUNCEMENT

SR-09-MPP-ESEP-007

OPENING DATE

01/20/09

CLOSING DATE

02/09/09

POSITION

Clinical Psychologist

LOCATION AND DUTY STATION

NORTHERN NAVAJO MEDICAL CENTER
Division of Clinical Services—Branch of Iina
Counseling Services
Shiprock, New Mexico

GRADE/SALARY

GS-0180-13; \$80,402 - \$104,525 per annum

NUMBER OF VACANCIES

One (1) Vacancy (3061-10)

APPOINTMENT

/X/ PERMANENT

WORK SCHEDULE

/X/ FULL TIME

AREA OF CONSIDERATION

/X/ DHHS WIDE

PROMOTION POTENTIAL

/X/ NO KNOWN POTENTIAL

SUPERVISORY/MANAGERIAL

/X/ NO

HOUSING

/X/ PRIVATE HOUSING ONLY

TRAVEL/MOVING EXPENSE

/X/ WILL BE PAID

DUTIES: The purpose of this position is to serve as a full time clinical psychologist in providing mental health services to children, adolescents, and families, and to a limited number of adults as time permits or as required. Incumbent will provide comprehensive and skilled psychological evaluations and treatment services to individuals, couples, groups or individuals, and families receiving services for problems of personality, emotional adjustments, or mental illness of a primary nature or secondary to organic illness. These duties include outpatient, inpatient, court, and community based services. Administers, scores, interprets psychological tests of children and adolescents and, as time permits, adults. Conducts tests which include but are not limited to intelligence, projective, and diagnostic instruments, limited psychoeducational testing, and personality inventories. Provides assessment, diagnosis, and psychotherapy utilizing a broad range of therapeutic techniques as indicated by the specific needs of juvenile individuals and groups, and their families. Is responsible for completeness, timeliness, diagnostic and therapeutic pertinence and maintenance of clinical psychology professional standard of care for services and reports. Participates as a full time member of the Mental Health Program team in formulating patient treatment plans and treatment recommendations through contribution of psychological and personality assessments and diagnostic evaluations, and knowledge of treatment modalities. Provides thorough and concise written documentation of evaluations, treatment and case management services, psychological test summaries, treatment plans, referrals, and correspondence. Performs regular utilization review with facilities out of Indian Health Service. Provides consultation to a wide variety of Indian Health Service staff including physicians, and other health professionals, paraprofessionals, and mental health clinicians in providing and interpreting psychological evaluations and testing. Provides, participates in and/or initiates educational and preventive efforts in the community. Participates in clinic, hospital wide, and area wide continuing education by providing accredited and non-accredited in-service trainings on a rotational basis to physicians, nurses, allied health care professionals, administrators, and mental health professionals. On a rotational basis, the incumbent is required to work "on-call" on assigned weekdays, holidays, and weekends as determined by the Mental Health Program Director or Service Unit policy. Performs administrative and supervisory duties as assigned. Performs other duties as assigned. The incumbent may be required as an incidental duty to operate a government-owned or leased motor vehicle in the performance of duties and therefore is required to have a valid driver's license.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

POSITIVE EDUCATION REQUIRED: YES

LICENSURE REQUIRED: YES

BASIC REQUIREMENTS: Degree or equivalent in psychology for all specializations except clinical psychology and counseling psychology. This specialization has additional educational requirements, as stated below:

THIS POSITION IS LOCATED IN A TOBACCO FREE ENVIRONMENT

Clinical Psychology – Satisfactory completion of all the requirements for the doctoral degree (Ph.D. or equivalent) directly related to full professional work in clinical psychology is required.

In addition to meeting the basic entry qualification requirements, applicant must have specialized experience in the amount shown below:

GS-13: One year specialized experience to at least next lower grade level.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled ie. full professional knowledge, experience and competence in usual and specific psychotherapies for the treatment of children, adolescents, groups and families. Knowledge of modalities of treatment, knowledge and experience, i.e. play therapy, group therapies, family therapies, and individual therapies including behavior modification, cognitive and short term dynamic therapy. Knowledge of the interaction of physical, emotional, intellectual, social, and cultural factors in creating adjustment behaviors and disorders, and mental and emotional illness.

CONDITIONS OF EMPLOYMENT: Immunization Requirement-Upon employment, all persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service or any Area Office position, which requires regular work at a Service Unit.

SELECTIVE PLACEMENT FACTOR: Each PHS Clinical Psychologist must possess and maintain a valid, current, unrestricted license or certification in a State.

OTHER SIGNIFICANT FACTORS: THIS POSITION IS COVERED UNDER THE INDIAN CHILD PROTECTION ACT AND IS HEREBY DESIGNATED AN AUTHORIZED CHILD CARE POSITION SUBJECT TO P.L. 101-630 AND P.L. 101-647.

Incumbent must have basic knowledge of usual side effects and overdose concerns for common medications used to treat psychiatric disorders in child and adolescent patients. Knowledge of and ability to perform the AIMS assessment for anti-psychotics is highly desirable. Knowledge of the socio-cultural factors that both enhance and adversely affect the mental health of Native Americans and Navajos in particular is highly desirable. Skills in the design of activities that can ameliorate these problems (ie. community consultation, education, primary and secondary prevention) are highly desirable.

PHYSICAL DEMANDS: N/A

WORK ENVIRONMENT: N/A

TIME-IN-GRADE REQUIREMENTS: Candidates applying under the provisions of the Excepted Service Examining Plan may be appointed without regard to time-in-grade requirements. Candidates applying under the provisions of the Merit Promotion Plan must have completed at least 52 weeks of service at the GS-12 level to qualify at the GS-11 level.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-in-competitive appointment, time-in-grade (if applicable), and qualification requirements by the closing date of the of the vacancy announcement.

*****NOTE***** Refer to OPM Handbook Qualification Standards Operating Manual or the IHS Excepted Service Qualification Standard, series GS-0180 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your Servicing Human Resources Office.

WHO MAY APPLY: Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligible and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Federal service who are entitled to Indian preference.

Status applicants may apply for a position under both the MPP and non-status application procedures. In this case, the must file two applications for dual consideration.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their Application for Federal Employment or Resume, whether their application is submitted under the IHS Excepted Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, and those with 30% or more compensable service-connected disability).

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION (CTAP). If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice of a certificate expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP).

1. To receive this priority consideration you must be a current DHHS career Or career-conditional (tenure group I or II competitive services employee who has receive a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice of CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP). If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with our application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or current
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is begin terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submit a Standard Form 50 that indicates "Retirement in lieu of RIF", or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position for which you have been separated. The position must not have a greater promotion potential that the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria e.g., submit all required documentation, etc.)
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to this position. To receive full credit for your qualifications, provide a narrative statement, training, awards, hobbies, self-developed achievements, and any other aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principal basis for determining whether or not you are highly qualified for this position. Describe your qualifications in each of the following:

1. Ability to provide standards of care in evaluation of patients.
2. Skill in developing interpersonal relationships.
3. Knowledge of a variety of therapeutic modalities.
4. Ability to make sound conclusions and recommendations, to document concisely and communicate effectively.
5. Ability to work in a multidisciplinary team.
6. Ability to administer and interpret psychological tests.

HOW & WHERE TO APPLY: All applicants, except Commissioned Officers, must submit one of the following to the Northern Navajo Medical Center, Department of Human Resources, P.O. Box 160, Shiprock, New Mexico 87420-0160 by 4:30 p.m. on the closing date:

1. OF-612 - Optional Application for Federal Employment; or
2. Resume; or,
3. Any other written application format;

PLUS:

1. BIA Form 4432, if applicable.
2. OF-306, Declaration for Federal Employment.
3. Addendum for Child Care and Indian Child Care Worker Position Form.
4. Any other necessary documentation pertinent to the position.

A copy of an **Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432**, signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA form 4432, but must state that such documentation is contained in their Official Personnel Folder.

Veterans: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

"Declaration for Federal Employment" (OF-306) and ADDENDUM for Child Care and Indian Child Care Worker Positions form must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these two questions can make you ineligible for employment in this position. If you make a false statement in any part of your application; you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

For more information contact: Margaret Begay, HR Specialist, 505-368-6091; E-mail: margaret.begay2@ihs.gov

***INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #7 (HIGH SCHOOL), #8 (COLLEGES AND UNIVERSITIES), AND #9 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, mailing address (with zip code), day and evening phone numbers (with area codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veteran's Preference Certificate: indicate if you are claiming preference; attach DD-214. Preference is not applicable to current DHHS permanent employees (Federal employees with competitive status or reinstatement eligibles).
6. Highest Federal civilian grade held (give series and dates held; attach SF-50, if applicable).
7. High School: Name, City, State (zip code if known) and date of diploma or GED.
8. Colleges and Universities: Name, City, State (Zip code if known), majors, type and year of any degrees received (if no degree, show total semester or quarter hours earned); attach official transcript.
9. Work experience (Paid and Non-Paid); Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per week, and salary.
10. Indicate if we may contact your current supervisor.
11. Job related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments, etc.

COMMISSIONED OFFICERS: Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Personnel Office against the applicable Preston Standard or the Civil Service Standard, if no Preston Standard exists. These applicants must describe the experience gained their two most recent positions and provide the dates they occupied those positions.

In addition, Commissioned Corps applicants must also provide information regarding education, including degrees obtained and schools attended by submitting official transcripts and they include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, those applicants must submit specific information related to any knowledge, skills and abilities, which are being used as selective factors. Commissioned Corps applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience. THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.

REASONABLE ACCOMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

ADDITIONAL SELECTIONS: Additional or alternate selection may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographical location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATE: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

Margaret A. Begay 1/16/09
/s/ Margaret A. Begay, 01/16/09

HR CLEARANCE

DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER SR-09-MPP-ESEP-007. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS HUMAN RESOURCE OFFICE AND WILL NOT BE RETURNED. ORIGINAL SIGNATURES ARE REQUIRED ON DECLARATION OF FEDERAL EMPLOYMENT FORM (OF-306).

SUPPLEMENTAL QUALIFICATION STATEMENT
Clinical Psychologist, GS-0180-13

1. Ability to provide standards of care in evaluation of patients. This is the ability to provide professional standards of care in the evaluation of patients in a variety of settings (e.g. ER, Mental Health Clinics, schools) and in variety of preventions (e.g., emergent vs. non-emergent). What in your background would indicate that you possess this knowledge?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

2. Skill in developing interpersonal relationships. This is the ability to develop interpersonal relationships with patients, staff and other professionals. This includes the ability to establish effective working relationships by exercising tact, diplomacy, and mature judgement in meeting and dealing with a wide variety of individuals and groups. What in your background would indicate that you possess this skill?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

3. Knowledge of a variety of therapeutic modalities. This is the knowledge of therapeutic modalities such as analytic, gestalt, object relations, etc. and new application such as interpersonal, supportive, cognitive behavioral, short term dynamic therapy, hypnosis, biofeedback, etc. What in your background would indicate that you possess this knowledge?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

4. Ability to make sound conclusions and recommendations, to document concisely and communicate effectively. This is the ability to provide thorough and concise written documentation of evaluations, treatment and case management services, psychological test summaries, treatment plans, referrals and correspondence. This includes the ability to appropriately respond to, assess, and reach sound conclusions on cases. What in your background would indicate that you possess this ability?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

5. Ability to work in a multidisciplinary team. This is the ability to work in a multidisciplinary team to provide consultation to a variety of physicians, other health care professionals, paraprofessionals and mental health clinicians. What in your background would indicate that you possess this ability?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

6. Ability to administer and interpret psychological tests. This is the ability to administer, score, and interpret psychological tests. This includes the ability to conduct tests which include but are not limited to intelligence, projective, and diagnostic instruments, limited psycho-educational testing and personality inventories. What in your background would indicate that you possess this ability?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

CERTIFICATION

I, CERTIFY, that all the statements in the above statements are true, complete and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant

Date